



MEMORANDUM

TO: Chair, and Members of the ABC Board DATE: April 4, 2017

FROM: Sarah Oates, Program Coordinator RE: Licensing Report

1) Alcohol Statistics as of April 4, 2017

a. Renewal Applications Processed (out of 909 up for renewal)	863
b. New License Applications Processed	39
c. License Transfer Applications Processed	53
d. Permit Applications Processed	271

2) Marijuana Statistics as of April 4, 2017

a. New License Applications Processed	69
--	-----------

Agenda Closing Date

In order to be on the July, 2017 meeting agenda, applicants who have received incomplete letters must submit all corrections and complete documents by close of business **June 23, 2017**. Any other persons who wish to have documents included in the Board packet must also have them submitted by this deadline. Applications on this agenda were completed by March 23, and comments included in the Board packet were submitted by that date.

Staff Updates and Workloads

The licensing team has now received and processed over 860 liquor license renewal applications. Since the February meeting, they have also processed 62 new and transfer liquor license applications and 193 alcohol permits. A significant portion of my time over the last few months has been dedicated to ensuring the smooth transition to and training of the interim and now the new director. I have also been busy with recruiting and training new staff, constant Board meeting preparation, drafting regulations, and drafting, analyzing, and recommending amendments to SB 76. At the direction of our interim and our new director, I have been slowly discontinuing some of the director's duties that I've been tasked with over the past three years so that I can focus on my workload as Program Coordinator and dial back my hours to be less extreme.

Tina Thibodeaux's last day with AMCO was March 20th, and she is certainly missed. Jane Sawyer has continued to work many hours of overtime each week to ensure that marijuana applications are moving forward. With the liquor license renewal period closing, she and Tina were able to devote more of their time to marijuana applications.



Jed Smith has been extremely busy with drafting regulations for both Boards over the past few months. The Administrative Procedure Act (APA) requires an extremely high attention to detail. Jed has quickly learned the sometimes-complicated procedures involved and has done a remarkable job of taking over all regulations duties from various members of the team. He has been working closely with many local government officials, and he will be presenting at the Continuing Law Education conference on April 20th regarding the APA.

Shilo Senquiz has continued to crank out new and transfer license applications. Our newest examiner, Mark Bailey, has learned alcohol licensing procedures extraordinarily quickly and will soon be training on processing marijuana applications. On Monday, Jacqlene Drulis accepted our vacant examiner position and is scheduled to start working on liquor licensing duties on April 17th.